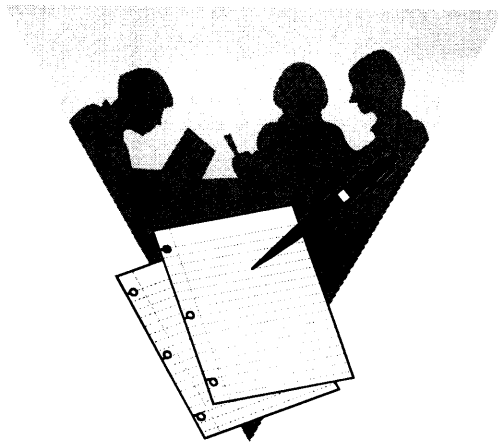


# How to do Business with the South Florida Water Management District



## *A Vendor's Manual*

Revised 6/01

South Florida Water Management District  
Procurement Department  
P. O. Box 24680  
West Palm Beach, FL 33416-4680

### **Telephone Numbers**

**Purchasing:** (561) 682-6390 – **Commodities**

**Contracts:** (561) 682-6391 – **Services**

**Vendor Database Inquiries:** (561) 682-6459

**24-Hour Bid Hotline:** (800) 472-5290

*(recorded bid results & upcoming bid information)*

## INTRODUCTION

This guide has been prepared to familiarize you with the policies and procedures in doing business with the South Florida Water Management District (“*District*”). The demand for goods and services within the District results in a continual need for items of every nature and description. More than \$60 million is expended annually through the District’s Procurement Department. The principal objective of the Procurement Department is to acquire quality goods and services from the most advantageously priced, responsive and responsible vendors who comply with specifications, terms and conditions, and have the capacity to deliver. In an effort to stimulate competition, our intent is to provide all interested vendors with an opportunity to offer their products and services to the District. We are constantly looking for new sources of supply and encourage vendors to register with the Procurement Department.

## THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT

The District encompasses a geographic area larger than many states. Included within the District is part or all of 16 counties, extending from Orlando at the northernmost to Key West at the southernmost, with a population of over 5.4 million.

The District employs approximately 1,600 people throughout its service area to help ensure the accomplishment of the goals outlined in the District’s Mission Statement. The District headquarters is located at 3301 Gun Club Road in West Palm Beach. Seven Field Stations and six Service Centers are located throughout the service area to help meet the District’s operation, maintenance and public outreach needs.

## THE DISTRICT MISSION STATEMENT

The **Mission** of the District is to manage water and related resources for the benefit of the public and in keeping with the needs of the region. The key elements of the Mission are: *environmental protection and enhancement, water supply, flood protection and water quality protection.*

The Mission is accomplished through the combined efforts of planning and research, operations and maintenance, community and government relations, land management, regulation and construction. Inherent in the Mission is the responsibility to assist the public and government officials by protecting water resources and by identifying and recommending options for incorporating water resource considerations into land use decisions.

The District has been charged with a primary role in the Everglades clean-up, a major engineering and construction project of national significance.

## HOW TO BECOME LISTED IN THE DISTRICT'S VENDOR DATABASE

The Procurement Department maintains a vendor database, which is used to contact potential suppliers of goods and services needed by the District. Any vendor interested in being added to the vendor database should request a **Business Registration Application** by calling (561) 682-6459, or by downloading it from our web site at [www.sfwmd.gov](http://www.sfwmd.gov). The application must include the vendor's name, address, telephone number, Federal Tax Identification number (or Social Security number if an individual) and the commodity/service codes of the primary goods or services which the prospective vendor can supply. Once the completed application has been input into the database, the vendor will be notified of upcoming supplier opportunities falling within those commodity/service codes.

**Note: Failure to respond to three (3) solicitations may result in removal from the Solicitation database resulting in no notification of upcoming bids.**

## MINORITY/WOMEN BUSINESS ENTERPRISES (M/WBE)

The District encourages all segments of the business community to participate in its procurement process. The District has established an Office of Supplier Diversity and Outreach in order to improve business opportunities in the District for minority-owned and women-owned businesses.

Minority-owned and women-owned businesses are encouraged to contact the Office of Supplier Diversity and Outreach at (561) 682-6446 for more information or assistance in participating in the District's procurement process and receiving certification as a M/WBE with the District.

## VENDOR RESPONSIBILITY AND RESPONSIVENESS

Vendor qualifications are not reviewed prior to placement in the vendor database, and inclusion in the database does not mean that the Procurement Department considers a vendor to be a "*responsible*" vendor. A responsibility determination is made by the District based on the necessary qualifications of vendors for each individual procurement.

Responses to all District solicitations are reviewed for compliance with the solicitation requirements ("*responsiveness*") following the opening of the solicitation responses. Vendors are advised that the M/WBE Contracting Rule, discussed in the prior section, require vendors to submit certain information together with the solicitation response in order to be deemed responsive. In the past, this information may have been required at a later time. Refer to the preceding section on how to obtain more specific information.

## THE DISTRICT'S PROCUREMENT AND CONTRACTING POLICY

The District's Procurement and Contracting Policy governs the acquisition of goods and services for the District, with the following limited exceptions: real estate

transactions, selected small item (\$100 or less) purchases, regulated item purchases, travel services, and disposal of surplus property.

### *Standards of Competition*

The majority of District purchases are covered by a category of District procurement called “*General Procurements*”. General Procurements must be competed as follows:

PURCHASE AMOUNT	METHOD OF COMPETITION
Up to \$10,000	None; verbal quotations highly desirable
Over \$10,000 up to \$50,000	Written (including faxed) quotations required
Over \$50,000	Formal solicitation required (RFB or RFP)

Another category of procurement, called “*Professional Services Procurements*”, involving services for architecture, professional engineering, landscape architecture and registered land surveying, is subject to the provisions of the Consultant’s Competitive Negotiations Act (CCNA) and must follow the procedures set forth in Section 287.055, Florida Statutes.

### *Types of District Solicitations*

TYPE	DESCRIPTION
<b><i>Request for Quotes (RFQ)</i></b>	A solicitation for written (including faxed) quotes (minimum of 3 in standard cases). In cases where the acquisition cost is \$10,000 or less, verbal quotations are acceptable to the District, if documented by District staff in writing
<b><i>Request for Bids (RFB)</i></b>	A solicitation for sealed competitive bids with the title, date and hour of the public bid opening designated. A Request for Bids is used when price is the main selection criterion, the Statement of Work is clearly defined, and is not subject to alternate approaches. Bids are not subject to negotiation following bid opening.
<b><i>Request for Proposals (RFP)</i></b>	A solicitation for sealed competitive proposals with the title, date and hour of the public proposal opening designated. A Request for Proposals is used when discussions/negotiations are anticipated. Proposals are subject to negotiation.
<b><i>Request for Information (RFI)</i></b>	A written request for general information and/or credentials used to create a list of pre-qualified potential contractors, which is usually part of a two-step solicitation process preceding the issuance of a Request for Quotes, a Request for Bids, or a Request for Proposals.

## *Types of Procurement Instruments*

The District generally employs the following types of instruments in procuring goods and services: Purchase Orders, Contracts, Petty Cash, and Price Agreements.

A **Purchase Order** is a formal, written offer to a vendor to purchase commodities, equipment and/or services (including releases against Price Agreements, Decentralized Purchase Orders and Leases) containing all terms and conditions of a proposed transaction. An accepted Purchase Order is a contract. Purchase Orders may result from solicitations for goods or services. Small items (up to \$100.00) are often purchased with petty cash. District field offices utilize Decentralized Purchase Orders (up to \$750.00).

A **Contract** is a binding written agreement of offer and acceptance containing terms and obligations governing the relationship between the parties and requiring countersignature by the vendor.

A **Price Agreement** is a formal agreement between the District and a vendor to provide goods or services, if and when required by the District. Price Agreements are generally used for routinely ordered goods and recurring services. The Price Agreement establishes fixed prices for a specific period.

## **DISTRICT PAYMENT PRACTICES**

District payment will be made "*Net 30 Days*" after receipt and acceptance by the District, but sooner if discounts for early payment are offered.

Early payment discount terms may be negotiated with the District, or offered and visibly displayed on the face of the vendor's invoice. Invoices from contractors must be submitted in accordance with the terms of the contract.

The District is exempt from the payment of federal excise and state sales tax. Certificates of exemption will be provided upon request.

A publication entitled "*Your Guide to District Payment Policies and Practices*" is available upon request to the District's Accounting & Financial Services Division at (561) 682-6480.

## **BONDING AND INSURANCE REQUIREMENTS**

Bidders may be required to post a bid bond with their bid. Failure to enter into a contract following award may result in forfeiture of the bid bond. Bid bonds generally fall within the range of 5 percent to 10 percent of the bid amount. The exact amount is specified in the solicitation document.

Performance and payment bonds are required for construction contracts over \$200,000 and may be required for other types of contracts. The purpose of these

bonds is to ensure satisfactory completion of the vendor's obligations, including full and timely payment to subcontractors, materialmen, and laborers.

The selected vendor prior to the commencement of work must provide proof of insurance whenever a solicitation requires insurance coverage. The exact insurance requirements are specified in the solicitation.

## CODE OF ETHICS

District employees may not accept personal gratuities from the private sector or associate with vendors for personal gain.

## HELPFUL HINTS

- *All District purchases (except those involving petty cash) require a purchase order number in advance.*
- *All representations, statements or negotiations made by the District do not legally bind the District in a contractual relationship unless they have been reduced to writing, authorized and signed by the authorized District representative.*
- *Shipments received, which do not reference a purchase order number on the packing list, may be refused and returned at the vendor's expense.*
- *Duplicate shipments and overshipments will not be accepted.*
- *Invoices, which do not reference a purchase order or contract number, will result in payment delay and may be returned to the vendor for clarification.*
- *Purchase order terms, conditions and prices prevail. Discrepancies must be resolved before shipment of goods or performance of services.*
- *Invoices should not be issued or dated prior to shipment delivery.*

**WEB SITE ACCESS: [www.sfwmd.gov](http://www.sfwmd.gov)**

The District's web site allows vendors to obtain information on: current solicitations, pending solicitations, preliminary solicitation results, and official awards. The web site allows vendors to download all solicitation packages, addenda, and plan holders' lists. Vendors also have the ability to e-mail a District representative who will answer questions. The web site is available 24 hours a day, 7 days a week.

**24-HOUR BID HOTLINE: (800) 472-5290**

The District's BID HOTLINE is an automated telephone system, which allows vendors to call an in-state toll-free number to obtain information on: current solicitations, pending solicitations, preliminary solicitation results, and official awards. The Hotline is menu-driven. Callers may also leave voice mail messages requesting a specific solicitation package or a return phone call. Callers may be transferred during regular office hours to a District representative who will answer questions. The Hotline is available 24 hours a day, 7 days a week.

This publication is designed solely to provide general summary information to those wishing to do procurement business with the South Florida Water Management District. As such, it is not binding in either a legal or regulatory sense. The procurement activity of the District is performed in accordance with the District's Procurement and Contracting Policy and other applicable laws, rules and regulations, which govern the information in this publication.